SUNDIAL UTILITIES OF MILTON, INC.
Regular Meeting Agenda

September 6, 2022
5:30 PM
6738 Dixon Street
Milton, FL 32570

1. **Call Meeting to Order**
2. **Approval of Minutes**

   Item # 2022-623
   Approval of Minutes from August 1, 2022 meeting

3. **Financial Report**

   Item # 2022-657
   Financial Report

4. **Other Business**
5. **Persons to Appear**
6. **Adjournment**

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the City at least 48 hours before the meeting by contacting City Hall, 6738 Dixon Street, Milton, or by calling 983-5410.

"If any person decides to appeal any decision made by the board, agency, or commission, with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." FS 286.0105

Approval of Minutes from August 1, 2022 meeting

MEETING DATE	PREPARED BY
September 6, 2022	Clerk's Office Dawn Molinero, City Clerk

SUNDIAL UTILITIES OF MILTON, INC.
Regular Meeting Minutes

August 1, 2022
5:30 PM
6738 Dixon Street
Milton, FL 32570

1. **Call Meeting to Order**
   The meeting was called to order at 5:32 PM.

   Members Present:
   Mayor Heather Lindsay
   Council Member WardI, Seat I Vernon Compton
   Council Member Ward IV, Seat I Shari Sebastiao
   Council Member Ward III, Seat II Jeff Snow
   Council Member Ward III, Seat I Robert Leek
   Council Member Ward II, Seat II Roxanne Meiss
   Council Member Ward IV, Seat II Casey Powell
   Council Member Ward II, Seat I Shannon Rice

   Members Absent:
   Council Member Ward I, Seat II Matt Jarrett

   <u>Members of the Public in Attendance</u>
   Richard Delp, Steve Dobbs, George Jordan, Jim Anderson, Al Brewton, Tom Powers, Pam Mitchell, Jerry Mitchell, Theresa Messick

   <u>Staff in Attendance</u>
   City Manager, Randy Jorgenson
   City Attorney, Alex Andrade
   City Clerk, Dawn Molinero
   IT Systems Analyst, Hunter Green
   Director of Public Relations, Stephen Prestesater
   Planning Director, Tim Milstead
   Director of Economic Development, Ed Spears
   Public Works Director, Joe Cook
   Chief of Police, Tony Tindell
   Grants Manager, Sandra Woodberry
   Executive Assistant, Kevin Boyer
   Code Enforcement Officer, Jay Conrad

2. **Approval of Minutes**

   Item # 2022-522
   Approval of Minutes from July 5, 2022 meeting

   Motion passed without objection.

3. Financial Report

Item # 2022-616
Sundial Financial Report for July 2022

ACTION:	Motion to Approve by Jeff Snow; second by Shari Sebastiao; Motion passed - 7:0
YEAS:	Vernon Compton, Shannon Rice, Roxanne Meiss, Robert Leek, Jeff Snow, Shari Sebastiao, Casey Powell
NAYS:	None
ABSTAIN:	None

4. Ordinances, Resolutions & Proclamations

No ordinances, resolutions or proclamations

5. Other Business

No other business

6. Persons to Appear

No persons to appear

7. Adjournment

The meeting adjourned at 5:34 PM.

Financial Report

MEETING DATE	PREPARED BY
September 6, 2022	Administration Department Heidi Sroka, Budget Coordinator

Sundial Utilities of Milton, Inc.

P. O. Box 909, Milton, FL 32572

Profit & Loss Statement

For the months as listed
and Fiscal Year to Date (FYTD)

	June 2022	July 2022	August 2022	FYTD
CUSTOMER COUNT	858	857	860	
Income				
*Sewer Revenue	$ 38,141	$ 51,132	$ 37,741	$ 417,494
Service Connect	$ 17,721	$ -	$ -	$ 1,510,703
Other Revenues	$ -	$ -	$ -	$ -
Other Sources (Transfers)	$ -	$ -	$ -	$ -
Total Income	**$ 55,862**	**$ 51,132**	**$ 37,741**	**$ 1,928,197**
Expenses				
Professional Svcs.	$ -	$ -	$ -	$ -
Legal Counsel	$ -	$ -	$ -	$ -
Accounting & Auditing	$ -	$ -	$ -	$ 810
Bad Debt	$ -	$ 1,178	$ 68	$ 6,125
Communication Services	$ -	$ -	$ -	$ -
Postage and Shipping	$ 152	$ -	$ 312	$ 1,555
Utilities-Wastewater	$ 3,058	$ 40	$ 153	$ 28,171
Insurance & Bonds	$ -	$ 2,425	$ -	$ 9,687
Repair & Maintenance-Wastewater	$ 281	$ 1,602	$ 2,979	$ 15,016
Repair & Maint. Lift Station	$ -	$ -	$ -	$ -
Repair & Maint. Damage Claim Repairs	$ -	$ -	$ -	$ -
Advertising/Promotional	$ -	$ -	$ -	$ -
Misc. Expenditures	$ -	$ 68	$ -	$ 68
Landfill Tipping Fee	$ 3,845	$ 3,623	$ 2,683	$ 28,122
Pipes, Valves & Fitting	$ -	$ -	$ -	
Laboratory Service	$ -	$ 372	$ 1,828	$ 5,983
Bank Charges	$ -	$ -	$ -	$ -
IT Expense	$ -	$ -	$ -	$ 6,934
Billing & Admin Fees	$ -	$ -	$ -	$ 44,598
Fire Assessment Fees	$ -	$ -	$ -	$ 1,742
*W&S Fund Labor Fees	$ -	$ -	$ -	$ 20,000
Office Supplies	$ -	$ -	$ 82	$ 82
Operating Supplies-Wastewater	$ 7,971	$ 1,154	$ 1,196	$ 14,345
Lift Station Improvements	$ -	$ 28,500	$ 64,211	$ 92,711
Machinery & Equipment / Misc.	$ -	$ -	$ -	$ -
*Debt Costs	$ 17,500	$ 17,500	$ 17,500	$ 192,500
Interest Expense	$ -	$ -	$ -	$ -
Total Expenses	**$ 32,807**	**$ 56,462**	**$ 91,012**	**$ 468,449**
		** see notes		
Profit/(Loss)	**$23,055**	**($5,330)**	**($53,271)**	**$ 1,459,748**

*Note: $176,811 is not included in the numbers above. The W&S transfer is restricted per loan requirements.
*Note: Sewer Revenue above is actual for that month.
*Debt Costs are $17,500 (1/12 of Annual Debt Payment of $210,000)
**Costs this month & last include item under lift station improvement that is an invoice for Preliminary Evaluation, Survey, Geotech and Design for Sundial Expansion Project done by BDI.

RESOLUTION NO. # 1550-22

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILTON, FLORIDA, AMENDING THE FISCAL YEAR 2022 BUDGET, CHANGING THE ESTIMATED TOTAL REVENUES AND EXPENDITURES OF VARIOUS FUNDS AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, changes in anticipated revenues and expenditures of the City of Milton, necessitates a revision of the Appropriations for Fiscal Year 2022.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Milton, Florida, in open meeting duly assembled

Section 1. The following funds are revised as specified herein:

FUND:	Sundial/Water		DEPARTMENT:	Capital Outlay	
EXPENSE BUDGET ACCOUNT NUMBER	ACCOUNT DESCRIPTION		CURRENT BUDGET AMOUNT	INC/DECREASE AMOUNT	REVISED BUDGET AMOUNT
403-0535-535-64-07	Water & Sewer/Capital Outlay-Misc Equip		$ 12,500.00	$ 45,000.00	$ 57,500.00
			LINE ITEM TOTAL---------	$ 45,000.00	
REVENUE BUDGET ACCOUNT NUMBER	ACCOUNT DESCRIPTION		CURRENT BUDGET AMOUNT	INC/DECREASE AMOUNT	REVISED BUDGET AMOUNT
403-0000-389-90-01	Water & Sewer/Other Oper/Funds Brought Forward			$ 45,000.00	$ 45,000.00
			LINE ITEM TOTAL---------	$ 45,000.00	
COMMENTS/EXPLANATION:	Funds brought forward to pay for 100KW Generator for the Prison Sewer Lift Station that was not anticipated in the budget.				

FUND:	General Fund		DEPARTMENT:	Parks & Rec	
EXPENSE BUDGET ACCOUNT NUMBER	ACCOUNT DESCRIPTION		CURRENT BUDGET AMOUNT	INC/DECREASE AMOUNT	REVISED BUDGET AMOUNT
001-0522-522-64-07	Fire Department/Capital Outlay/Misc Equip			$ 19,725.00	$ 19,725.00
					$ -
			LINE ITEM TOTAL---------	$ 19,725.00	
REVENUE BUDGET ACCOUNT NUMBER	ACCOUNT DESCRIPTION		CURRENT BUDGET AMOUNT	INC/DECREASE AMOUNT	REVISED BUDGET AMOUNT
001-0000-366-22-00	Other revenues/Donations-Fire Department		$ -	$ 19,725.00	$ 19,725.00
			LINE ITEM TOTAL---------	$ 19,725.00	
COMMENTS/EXPLANATION:	Increase Revenue and Expense for grant made to the City of Milton Fire Department by Firehouse Subs for Fire Equipment.				

FUND:	General Fund		DEPARTMENT:	Parks & Rec	
EXPENSE BUDGET ACCOUNT NUMBER	ACCOUNT DESCRIPTION		CURRENT BUDGET AMOUNT	INC/DECREASE AMOUNT	REVISED BUDGET AMOUNT
403-0535-535-64-40	Capital Outlay - East Milton WW Project		$ 21,000,000.00	$ (21,000,000.00)	$ -
			LINE ITEM TOTAL---------	$ (21,000,000.00)	
REVENUE BUDGET ACCOUNT NUMBER	ACCOUNT DESCRIPTION		CURRENT BUDGET AMOUNT	INC/DECREASE AMOUNT	REVISED BUDGET AMOUNT
403-0000-384-00-00	Water & Sewer/Debt Proceeds		$14,000,000	$ (14,000,000.00)	$ -
403-0000-389-90-01	Water & Sewer/Other Non-Operating Funds Fwd		$7,000,000	$ (7,000,000.00)	$ -
			LINE ITEM TOTAL---------	$ (21,000,000.00)	
COMMENTS/EXPLANATION:	Reverse expense and associated revenue in current year for construction of the Wastewater treatment plant due to delays.				

FUND:	General Fund		DEPARTMENT:		
EXPENSE BUDGET ACCOUNT NUMBER	ACCOUNT DESCRIPTION		CURRENT BUDGET AMOUNT	INC/DECREASE AMOUNT	REVISED BUDGET AMOUNT
001-0521-521-64-01	Law Enforcement/Capital Outlay/Vehicles		$ 335,913.00	$ (107,000.00)	$ 228,913.00
					$ -
			LINE ITEM TOTAL---------	$ -	
REVENUE BUDGET ACCOUNT NUMBER	ACCOUNT DESCRIPTION		CURRENT BUDGET AMOUNT	INC/DECREASE AMOUNT	REVISED BUDGET AMOUNT
001-0590-590-001-00	Other Non Operating/Contingency		$ 50,000.00	$ 107,000.00	$ 157,000.00
			LINE ITEM TOTAL---------	$ 107,000.00	
COMMENTS/EXPLANATION:	Transfer funds from law enforcement budget as police vehicles were originally budgeted in general fund with no transfer of red light camera fund. During the year, council approved transferring all of the red light camera funds to pay for the police vehicles. This allows $107,000 to be moved into contingency for other items.				

FUND:	General Fund		DEPARTMENT:		
EXPENSE BUDGET ACCOUNT NUMBER	ACCOUNT DESCRIPTION		CURRENT BUDGET AMOUNT	INC/DECREASE AMOUNT	REVISED BUDGET AMOUNT
409-0539-539-63-26	Capital Outlay/WWTP Upgrade & Improvement		$ 50,000.00	$ 125,000.00	$ 175,000.00
409-0539-539-63-26	Capital Outlay/WWTP Upgrade & Improvement		$ 175,000.00	$ 73,205.00	$ 248,205.00
409-0590-590-01-00	Other Non Operating/Contingency		$ 73,205.00	$ (73,205.00)	$ -
			LINE ITEM TOTAL---------	$ -	
REVENUE BUDGET ACCOUNT NUMBER	ACCOUNT DESCRIPTION		CURRENT BUDGET AMOUNT	INC/DECREASE AMOUNT	REVISED BUDGET AMOUNT
409-0000-343-58-00	Phys Environ/W&S Connects		$ 250,000.00	$ 125,000.00	$ 375,000.00
			LINE ITEM TOTAL---------	$ 125,000.00	
COMMENTS/EXPLANATION:	Transfer funds to cover expenses for Engineering at Sundial WWTP expansion Project #22012A by moving remaining Contingency line item amount and recognizing additional revenue from connection fees to pay for the project in FY 2022.				

Section 2. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.
Section 3. City staff is hereby authorized to implement changes in funds, accounts, transfers and balances as outlined within this resolution.
Section 4. This resolution shall take effect immediately upon the adoption by the City Council.

Passed and adopted this 9th **day of** August **, 20**22**, by the Milton City Council of the City of Milton, Florida.**

By: Heather Lindsay
Heather Lindsay, Mayor

ATTEST:
Dawn Molinero
Dawn Molinero, City Clerk